

**CLASS TITLE:                   AUTOMOTIVE MECHANIC'S HELPER**

**Class Code: 02323100**

**Pay Grade: 08G**

**EO: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform the less skilled and routine tasks involved in the servicing of motor equipment; to assist more expert mechanics; and to do related work as required.

**SUPERVISION RECEIVED:** Follows established routines in servicing motor equipment; receives specific assignments and instructions when assisting a more expert mechanic; work is carefully checked while in process.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist mechanics in the repair of automobiles, trucks and all road maintenance machinery and equipment.

To perform simple repair or maintenance tasks, such as repairing tires, replacing light bulbs, fan belts and spark plugs; changing or watering batteries; and assembling or dismounting snowplows.

Occasionally, under close supervision and in the capacity of a learner, to perform the more skilled duties of a mechanic.

To service motor vehicles with grease, oil, gas, water and air and keep required records.

To clean and wash motor vehicles.

To dismantle motor vehicles and prepare them for repairing.

To drive cars, trucks, snowplows and other vehicles.

To clean and care for tools and machinery in the garage or repair shop.

To perform janitorial duties in the garage or repair shop.

To keep simple records of materials or parts used.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with automotive equipment and general mechanical work; a familiarity with standard processes, materials and tools used in the repair and maintenance of motor equipment; some skill in the use of tools; the ability to do simple repair work on motor equipment; the ability to understand and follow written and oral directions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: completion of eight school grades; and

**Experience:** Such as may have been gained through: employment as an automobile mechanic's helper or as a serviceman in any establishment devoted to the repair of automobiles, trucks or other motor equipment.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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